For use when Policy/Procedure (P/P) draft is complete; use this flowchart to help make the decision of whether your document should be submitted to the COR Legal mailbox before publishing.

Is the P/P currently “Restricted” access?

If no, consider: Is the P/P likely to result in an employee discipline or termination?

If yes, send to the Legal Unit as a high priority

If no, consider: Is the P/P likely to result in serious offender grievances?

If no, consider: can you foresee this P/P requiring defense in court or implicating constitutional rights such as speech, religion, due process, etc.?

If no, please do not feel that you must submit your P/P for Legal Review.

If yes, send to the Legal Unit with a summary of concerns.

If you have reached this point and still feel concern about the outcome you may still submit your P/P to the Legal Unit with a summary of reasoning.

If you have reached this point and do not feel your P/P requires a legal review, publish.